



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREEN BAY YMCA AFTERNOON SUMMER CAMP

IN PARTNERSHIP WITH GREEN BAY AREA PUBLIC SCHOOLS



2022 FAMILY HANDBOOK

WELCOME

Dear Campers and Families,

The 2022 Y Summer Staff team welcomes you to an exciting and fun-filled summer in our afternoon camp program. We are excited to have the opportunity to give your child a wonderful summer experience.

The Family Handbook is designed to provide information about the Y Summer program and to prepare you and your child(ren) for their summer experience. Please read the handbook to familiarize yourself with the information, and keep it in a safe place for future reference.

Our Y is committed to creating a safe and welcoming program experience where everyone belongs. We can't wait to make great memories with all of our summer campers this year and thank you for trusting our Y with your child.

See you this summer!

SUMMER SESSION SCHEDULE

SESSION I*

Week 1 June 20-24
Week 2 June 27-July 1
Week 3 July 11-15

**No program from July 4-8*

SESSION II

Week 1 July 18-22
Week 2 July 25-29
Week 3 August 1-5

DAILY SCHEDULE

Your child will spend their morning at the Green Bay Public Schools summer school program. Following their morning session, they will have lunch and then transition to the Y program and staff. The schedule may vary slightly and two afternoons will be spent off site on field trips.

- All Group Activity
- Outdoor Recreation Time (indoor physical activity if inclement weather)
- Community Circle or Service Learning
- Snack
- Weekly Theme Club Activity Time
- Free Choice Centers & Pick-Up Time (4:15-5:00pm)

Snack

A snack will be served each afternoon. Each snack consists of at least 2 food groups and are provided by the YMCA. You had noted allergies at the time of registration, but please notify staff if there are any food concerns you wish for us to be aware of for snack. The Y program is nut-free.

Activities

Theme Club Time
Arts & Crafts
Physical Activity

Service Learning
Large & Small Group Games
Imagination Stations

Field Trip to YMCA
Community Field Trip
Choice Centers (Legos, games, etc.)

FIELD TRIPS

Each week, the children and staff will travel by bus and embark on field trips off-site in the community. Campers will be supervised by Y staff while on the trip and appropriate camper ratios will be maintained. Field trips are included in the cost of your program fee.

One weekly field trip will be to a local YMCA where the children will swim and participate in a Y program such as sports, gymnastics or ninja class. The other weekly field trip will be to an exciting location in the community based upon the theme of the week. You will have a schedule of your child's field trips for the school site they are attending so that you can plan ahead. We will return to the school program site by 4:00pm.

PREPARING FOR SUMMER CAMP

What to Bring/Wear

Please dress according to the weather as many activities will be held outdoors. Label items with child's name

- Closed toed shoes appropriate for active play (no sandals/flip flops)
- Comfortable summer "play clothes"
- Full personal water bottle with name on it
- Swimsuit and towel for Y swimming days
- Sunscreen (spray only, no lotion). Labeled with name.

What to Leave at Home

- Cell phones
- Electronic Devices (tablet, hand held games, etc.)
- Toys from home
- Items of value

COMMUNICATION

Communication between the Y team and participant families provides valuable insights and helps our summer to be successful. Please contact the site specific phone number in the event that there is an emergency and you need to get in touch with the y staff. If there is a change of circumstance for your child(ren) such as new medication, concern, family stressor, etc. we ask that you communicate those changes directly with the Y program site leadership. If we are aware of challenges that children may be facing, we can help to support their social, emotional and physical wellbeing while at the Y program. The program phone number is noted on the site specific page included with this packet of communication.

Program Absence

If your child will be unexpectedly absent due to illness or for any other reason, please call your program site phone number by 11am. Please state "My child (first & last name) attends (site location) and will be absent from the Summer afternoon camp program". Please assist the YMCA by following these call-in procedures. By calling in your child(ren)'s absence, you are preventing staff from making an unnecessary search for an absent child. NOTE: There is no reduction in fees for sick days unless your child is absent for five consecutive program days.

PROGRAM PAYMENTS

PAYMENT OPTIONS

Program payment options will include weekly bank draft or credit card draft only. No cash or checks will be accepted. All communication (change of schedule, vacations, withdrawal, etc.) must be made directly to the School Age Child Care office in writing with advance notice. Payments are drafted on Monday of each program week of care.



LATE PAYMENT/INSUFFICIENT FUNDS

Fees not paid by due date, insufficient funds or a declined credit card could result in termination from the program. There will be a \$10 return fee added to your account for all monthly payments that decline/return for insufficient funds. Steps will be taken to make payment arrangements prior to any program dismissal.

ILLNESS

There is no reduction in fees for sick days unless a child is absent for five or more consecutive school days due to illness. If this situation occurs, there is no weekly charge. A written doctor's excuse is required to receive this credit.

WITHDRAWAL

To withdraw a child from the program, a two week advance written notice must be given. Families are responsible for all program fees during this two-week period, whether or not the child participates in the program.

A child may be withdrawn from the program for failure to meet safety procedures or behavioral expectations. Please refer to our behavior expectations and process included in this handbook to prepare your child and family for a successful and safe summer. If withdrawal from the program is at the YMCAs request due to behavior, a notification period is not required.

FINANCIAL ASSISTANCE

Financial assistance is available through our YMCA Annual Campaign. Contact the SACC office for information should you want to learn more about our sliding fee scale or if your family circumstances change and affects your ability to pay. All are welcome at the Y regardless of ability to pay. Payment questions? Please call the Y School-Age Office at 436-9675.

HEALTH & WELLNESS

WHEN SHOULD I KEEP MY CHILD HOME FROM THE PROGRAM?

- If your child is running a fever of 100.4 or higher or has other potential symptoms of COVID-19, such as shortness of breath or difficulty breathing, new onset of cough or loss of taste or smell.
- If your child has been exposed to others with COVID-19.
- If your child is vomiting or has diarrhea.
- Has a communicable disease (i.e. strep throat, pink eye, chicken pox).



Please remember to contact the program phone by 11am if your child will not be in attendance at the Y program.

COVID-19

If your child or a household member has been diagnosed with COVID-19, is testing for COVID-19 or has a close contact with anyone who has been diagnosed with COVID-19, we ask that you contact us for further instructions. The Y program will continue to encourage risk mitigation strategies such as frequent hand washing and covering of coughs during program. We appreciate your support in helping us to provide a safe and healthy program experience for all.

WHAT IF MY CHILD ARRIVES ILL OR BECOMES ILL WHILE AT THE PROGRAM?

- If a child arrives ill or becomes ill at the program, the authorized person will be notified to come for the child immediately. The child will be isolated and monitored until picked up.
- Should your child contract a communicable disease or COVID-19, notify the Y Site Director.

WHAT HAPPENS IF MY CHILD IS INJURED WHILE AT THE Y PROGRAM?

Y staff are trained and certified in CPR and First Aid and we work to provide a safe program setting and activities, but we know that incidents may happen.

1. If your child is slightly injured while attending the program, first aid will be administered by the Y staff and we will notify the parent/guardian at the time of pick-up.
2. If your child is seriously injured, staff will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:
 - Attempts to contact a parent or guardian.
 - Attempts to contact you through any person listed under emergency contacts on the enrollment form.

If we can't contact you or any emergency contacts, we will do any or all of the following:

- Administer emergency first aid or CPR.
- Call an ambulance or fire rescue. The fee for this service is the responsibility of the parent.
- Have the child taken to the nearest emergency hospital accompanied by a staff member, if possible.
- Please note: In the event of a serious emergency, 911 will be called first.

MEDICATIONS

The YMCA staff does not have access to medications housed in the school office for use during the morning summer school program. If your child requires medication during the afternoon program time, please follow the procedures outlined below:

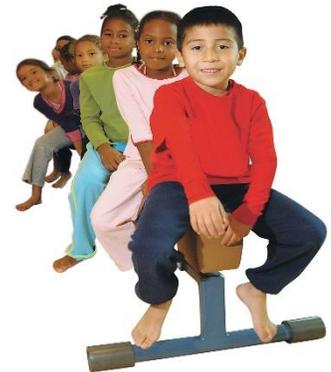
- A written authorization from the parent/guardian is required for Y staff to dispense both prescription and non-prescription medication. The form must be signed and dated and given to the Y staff member.
- Prescription medication must be brought in the original container that is labeled with the child's name, name of medication, dosage, directions for administering, date, and health provider's name.
- Non-prescription medication (Tylenol, cough medicine, allergy medicine, etc.) must be in the original container or packaging with a written description for administration and labeled with the child's name. Medication Authorization forms can be requested from the School Age Child Care Department 920.436.9675.

SUNSCREEN

Many of the activities and field trips will be held outdoors. Children should have 1 bottle of sunscreen with their name labeled on it that will stay in their backpack. The Y staff will remind children to apply sunscreen prior to outdoor activity. Please note that Y staff cannot physically apply sunscreen to the child.

BEHAVIOR EXPECTATIONS

We strive to maintain high quality programming and create safe, supervised, healthy and positive environments for school-age children to explore, learn and grow. Each program strives to meet the needs of each participant's physical, intellectual, social and emotional development. Staff shall use positive methods of discipline which encourages self-control, self-direction, self-esteem, cooperation, and respect of others. Problem solving, warnings, re-direction, timeouts, and removing privileges will be used when children display inappropriate behavior. In the event of continued problems, families will be informed to mutually establish agreeable solutions for the child's misbehavior. Staff will communicate regularly with families regarding behavior concerns.



Each program has clear expectations that children are responsible for upholding. The core areas of these expectations are to be a respectful, responsible, kind, inclusive and safe individual while participating in Y programming. Programs also implement the Y's five character values of caring, honesty, respect, responsibility and teamwork into daily activities and curriculum.

HOW Y STAFF WORK TO PROMOTE POSITIVE BEHAVIORS

Staff will use positive and proactive strategies to help provide clear expectations and guidelines for children. Some of these strategies are as follows:

- Proactive Intervention – identifying behaviors expected in all YMCA settings.
- Active Teaching – staff and children work together to teach and model appropriate behavior.
- Ongoing recognition of appropriate behavior.
- Clear, consistent consequences for inappropriate behavior.

WHAT HAPPENS IF RULES OR EXPECTATIONS ARE NOT FOLLOWED

Guidelines are set to maintain the health and safety of all children in the program. Behaviors that become disruptive to the program or interfere with the safety and wellbeing of program participants and staff will warrant corrective and disciplinary action. While staff work to positively guide the behavior of all groups and individuals the following behaviors are not tolerated and will be immediately addressed.

- Destroying or taking property of other children, staff or school/YMCA.
- Continued disrespectful or discourteous behavior to others.
- Leaving the program space without permission
- Failure to maintain self-control
- Refusal to participate in program activities
- Causing physical or emotional harm to others

If inappropriate behavior or actions are exhibited the following steps will be taken:

1st Offense - Staff will give a “verbal warning” to the child with an explanation of why the behavior is inappropriate at the Y.

2nd Offense - Staff will discuss with the child why the behavior is inappropriate and what other options would be a better choice if the same type of situation occurs in the future. Staff will help to redirect the child. This offense could result in a reflection form, loss of a privilege (i.e. lost gym time, special event participation, swimming, etc.) and/or a time-out.

If inappropriate behavior continues, a parent/guardian may be called to pick up the child. Students who exhibit behaviors that do not follow expectations may be suspended from the program. Incidents of physical violence with the intent to hurt or threaten the safety of others or themselves may result in dismissal from the program.

We encourage children to always strive to follow all YMCA Program Character Rules. We will work with you and your child to ensure that behaviors are safe, respectful and appropriate.

SAFETY

PROGRAM SIGN OUT

Authorized adults may pick-up children from the Y program anytime from 4:15-5:00pm. All children must be picked up by 5pm each day. Children must be picked up by an authorized person. Your child(ren) cannot sign themselves out. There will be an attendance sheet that must be used to sign-in and sign-out your child. Your child will be signed in by a Y staff member on the attendance sheet each day. The staff uses these sign-in sheets to determine which children are at the site at any given time. Children will only be dismissed to parents/guardians and persons listed on the enrollment form. Please inform us if someone else will be picking up your child(ren).

AUTHORIZED PICK UP PROCESS

Only persons authorized in writing by the primary caretaker may pick up a child. Authorized person must be of high school age or older and possess a photo ID. The staff will question those with whom they are unfamiliar (including parents) and check their authorization and ID. Anyone without proper authorization or age requirements will be stopped from taking a child. Parents will be called immediately if this occurs. It is very important to have an ID with you at all times. Any changes to your original pick up list can be communicated to the Y Site Director of your program or e-mailed to sacc@greenbayymca.org). It is vital that authorized pick-up people are kept current, your child's safety is our top priority.

Children are expected to be picked up by 5:00pm. If a child is continually picked up late, they may be withdrawn from the program.

WHAT IF MY ABILITY TO TRANSPORT MY CHILD SAFELY IS IN QUESTION?

Staff will not release your child to any authorized person if they feel the child's safety and wellbeing is in danger (i.e. Alcohol, Drugs, etc.). Alternate authorized people will be called to provide transportation home for the child.

CHILD PROTECTION & CHILD ABUSE PREVENTION

The safety and wellbeing of children is our #1 priority. Here is how we provide a safe setting:

- All prospective Y staff undergo a screening and interview process that includes reference checks and background checks to be conducted prior to employment.
- Staff provided direct supervision to children and all times and take steps to mitigate risk to safety.
- Staff will not discipline children using any form of physical, verbal or emotional abuse.
- Staff are alert to the safety and well-being of children and are trained as mandated reporters and the procedures for responding to suspicions of abuse or neglect. Concerns will be reported to the county child protective services where the child resides.
- Staff will not release a child to anyone other than the authorized people listed, in writing, by the parent/guardian.

Thank you for reviewing the Summer Program Family Handbook. We are looking forward to being a partner with you in your child's summer experience and thank you for choosing the Y for their adventures!